



OFFICE OF THE DIRECTOR

UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, DC 20415-0001

FEB 18 2005

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM:

DAN G. BLAIR *Dan G. Blair*
ACTING DIRECTOR

Subject:

Senior Executive Service (SES) Resumption of Qualifications
Review Board Processing Following Agency Head Transitions

On December 21, 2004, the Office of Personnel Management (OPM) notified agencies of the moratorium on processing agency SES Qualifications Review Board (QRB) cases when an agency's head departed or announced his or her departure. The purpose of this memorandum is to provide instructions on how to proceed with QRB cases pending at OPM after a new agency head takes office.

The new agency head, or official designated to act on behalf of the agency head, must determine the appropriate disposition of pending cases and affirmatively identify to OPM which cases are to be submitted for certification review and which are to be returned to the agency without further action. Please send your requests to Mr. Hughes Turner, Deputy Associate Director, Center for Leadership and Executive Resources Policy at 1900 E Street, NW., Washington, DC 20415, or FAX (202) 606-1637.

If you have any questions, please contact Mr. Jeffrey Miller of my staff on (202) 606-8047 or at jeffrey.miller@opm.gov.